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(When Filled In)

EMPLOYEE SERIAL NUMBER
[] ✓

FITNESS REPORT

SECTION A GENERAL

1. NAME (Last) (First) (Middle) **BARNARD Edward T** 2. DATE OF BIRTH **1910** 3. SEX **M** 4. GRADE **14**

5. SERVICE DESIGNATION **OC** 6. OFFICIAL POSITION TITLE **I. O. (Contact)** 7. OFF/DIV/BR OF ASSIGNMENT **OO/CD/New York**

8. CAREER STAFF STATUS: NOT ELIGIBLE MEMBER DEFERRED PENDING DECLINED DENIED

9. TYPE OF REPORT: INITIAL ANNUAL REASSIGNMENT/SUPERVISOR REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P. **31 May 1961** 11. REPORTING PERIOD From **Mar 60** To **Mar 61** SPECIAL (Specify) []

SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1 Represents the New York Office RATING NO. 6						
SPECIFIC DUTY NO. 2 Establishes and maintains domestic contact with non-governmental organizations and individuals to collect intelligence information, provide intelligence and operational support. RATING NO. 6						
SPECIFIC DUTY NO. 3 Briefs, debriefs, and generally exploits for information US domestic sources in response to specific requests or spontaneously. RATING NO. 5						
SPECIFIC DUTY NO. 4 Prepares intelligence information reports, memoranda, and communications supporting his operations. RATING NO. 6						
SPECIFIC DUTY NO. 5 Takes action on cases requiring intelligence or operational support for other elements of the Agency RATING NO. 6						
SPECIFIC DUTY NO. 6 [] RATING NO. 5						

SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.	RATING NO. 5
2 - Performance meets most requirements but is deficient in one or more important respects.	
3 - Performance clearly meets basic requirements.	
4 - Performance clearly exceeds basic requirements.	
5 - Performance in every important respect is superior.	
6 - Performance in every respect is outstanding.	

SECTION D DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

CHARACTERISTICS	RATING				
	1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree
GETS THINGS DONE					X
RESOURCEFUL					X
ACCEPTS RESPONSIBILITIES					X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					X
DOES HIS JOB WITHOUT STRONG SUPPORT					X
FACILITATES SMOOTH OPERATION OF HIS OFFICE					X
WRITES EFFECTIVELY					X
SECURITY CONSCIOUS					X
THINKS CLEARLY					X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS					X
OTHER (Specify):					

SEE SECTION "E" ON REVERSE SIDE

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(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

SEP 20 12

This individual continues his high level of job performance as reported previously. He has had long experience in the domestic collection and support program and is highly competent [redacted] representing the Agency and this office in his area. He performs his duties with enthusiasm and dedication, and continues to demonstrate his skill as a well-rounded contact intelligence officer.

No observable weaknesses.

As reported previously, the interests of this individual as well as his capabilities are strongly directed toward operational activities and responsibilities, which tends to diminish his interest in administration. However, he has the potential for directing the operations activities of others and should be given consideration for a position of such responsibility. For the next 3-4 years he would prefer to remain in his present area of assignment, unless an urgent need arose for his services elsewhere.

Operational training is recommended.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 47
IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION: Employee's place of duty elsewhere. Will be shown to him on next visit to office.

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME

13 September 1961

CHIEF, NEW YORK OFFICE

3. BY REVIEWING OFFICIAL

- I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE OFFICIAL TITLE OF REVIEWING OFFICIAL

15 September 1961

Chief, Contact Division

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